

Figure SC810.F59. Sample Letter Requesting Application for Employment

USE INSTALLATION LETTERHEAD

FROM: AAAA-CC Date

SUBJECT: Request for Current Application for Employment

TO: Mrs. Jane B. Reed
Street Address
City, State Zip Code

Dear Mrs. Reed:

The Office of Management and Budget has directed Government Agencies to reduce workplace injuries each year. The Department of Defense (DoD) is not only attempting to reduce injuries but has also established a reemployment program. The program provides for restructuring jobs and light or limited duty to return injured former employees to part- or full-time employment if they have made a partial or full recovery.

In the past, many very capable employees were separated following a work-related injury or illness because they could no longer perform the full range of duties of their jobs. However with our new reemployment program, we are modifying and restructuring jobs to enable many of those former employees to return to active employment in positions that meet their physical capabilities.

We anticipate job openings in the near future and plan to consider you for employment. We request that you complete an Application for Employment, and return it by 16 December 1994. We have attached a self-addressed envelope for your use.

If you have any questions, please contact Melvin A. Brown at (614) 522-5001.

Sincerely,

MARY A. SMITH
Chief, Employee Relations Branch

1 Encl
Envelope

cc: OWCP